



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 10/17/17	<u>Interviewer:</u> Sue Guenter-Schlesinger	<b>RFA #17 – 59</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u>		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> [REDACTED]		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u>		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female x    Administrator ☐    Faculty ☐    Staff x    Student ☐  
 Concern Regarding:    Male ☐ Female x    Administrator ☐    Faculty ☐    Staff x    Student ☐

**Category:** *(Please check at least one)*

- |  |  |   |                                     |  |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | x National Origin                          | x Race                                      | <input type="checkbox"/> Religion   | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender                    | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |  |   |                                     |  |

Time Line		
Date	Item	Comments
10/17/17	[REDACTED] email to SGS	
10/18/17	SGS email to [REDACTED]	
10/18/17	[REDACTED] emails written statement from [REDACTED]	See email and statement in file.
10/19/17	SGS t/c with [REDACTED]	
10/20/17	SGS meet with [REDACTED]	
10/21/17	SGS t/c with [REDACTED]	

10/23/17	SGS meet with [REDACTED]	
10/26/17	SGS t/c with [REDACTED] [REDACTED]	
		Please see Formal [REDACTED]